

RECRUITMENT ANNOUNCEMENT:

Housekeeper for Diplomatic Household

DUTIES

- Carries out the DCMR Manager/Executive Chef's directives related to all routines, schedules and standards affecting the overall appearance and functioning of the residence.
- Responsible for daily cleaning and regular deep cleaning of all second floor representational space and third floor personal space, including bathrooms, windows, balconies and plants.
- Manages all laundry; cleans, irons, steams and folds clothing and bed and bath linens. Responsible for dry cleaning and mending. Responsible for all special care items.
- Organizes and maintains all closets and dressers; cares for shoes.
- Responsible for cleaning and laundry supplies and products.
- Responsible for maintaining paper supplies such as toilet paper, napkins, tissues and trash bags.
- Responsible for reporting repairs needed to the DCMR Manager/Executive Chef.
- Staffs events; greets guests, maintains guestbook; assists DCMR Cook/Representational Caretaker with serving.
- Arranges flowers and assists with kitchen garden.
- Responsible for pet care.
- Assists with packing and unpacking for travel and relocation.
- Responsible for remembering requests and preferences.
- Responsible for reporting any and all security concerns.

SELECTION CRITERIA:

- Must be able to read and write French and English (Language and numeracy will be tested).
- Maintains the highest hygienic and sanitary standards.
- Handles a fast-paced work environment gracefully and shows resistance to stress and pressure by maintaining good communication and excellent organizational skills.
- Manages time well, is able to meet deadlines and is willing to help with tasks other than his/her own.
- Possesses superior attention to detail.
- Is able to solve problems and find creative solutions to complex challenges.
- Is highly dependable and reliable.
- Is flexible with regard to changing work schedules and responsibilities.

- Learns quickly and performs well in a busy environment with multiple events each week.
- Able to work independently and part of a team.
- Remembers preferences.
- Understands social etiquette and formal service.

➤ Please drop your application at the reception of the American Embassy during working days from 08:00am to 04:00pm. The closing date for this vacancy is **March 2, 2016.**